

Attachment A
Required Maintenance for HVAC Equipment
Water Department Meter Shop
March 17, 2008

A. Boiler

1. Clean fireside surfaces and flueways.
2. Provide chemical treatment of hot water system on an annual basis
3. Check pressure relief valve

B. B&G Circulating Pumps

1. Lubricate pump and motor bearings

C. Unit Heaters

1. Lubricate motor sleeve bearings

D. Trane Co. Cabinet Heaters

1. Check air filters. Replace if dirty
2. Lubricate fan motor.
3. Clean unit casing.
4. Inspect fan blades and housing. Clean if dirty.
5. Clean coils and vacuum fins.

E. Wall Fin Radiation

1. Clean enclosures and vacuum fins.
2. Length of Fin Tube Radiators located in the office area is approximately 100'.

F. Trane Co. Air Handling Units

1. Inspect air filters. Replace if clogged.
2. Lubricate fan bearings and fan motors.
3. Check fan belt tension. Replace worn belts with a new matched set.
4. Inspect coils. Clean fins if clogged.
5. Inspect wiring and tighten all connections.
6. Clean unit casing, fan wheels and fan shaft.
7. Inspect drain pan. Clear drain openings and drain lines.
8. Check damper linkages, setscrews and blade adjustment for proper tightness and operation.

G. Condensing Units

1. Inspect evaporator and condenser coils.
2. Clean coils following manufacturer's recommendations.
3. Inspect evaporator coil air filters. Replace as needed.
4. Check fan belts and tighten if needed. Replace if worn.
5. Check electrical controls. Make sure all connections are tight.

H. Gas Furnace

1. Inspect burner and flame. Clean any dirt.
2. Check for gas leaks
3. Inspect heat exchanger for leaks, corrosion, carbon deposits.

I. Gas-Fired Make-Up Air Units

1. Inspect burner and flame. Clean any dirt.
2. Check for gas leaks.
3. Clean fans and wheels.
4. Check air filters. Replace if dirty.
5. Lubricate if necessary.
6. Adjust tension on fan belts. Replace if worn.

J. Co-Ray-Vac Radiant Heating System

1. Check for gas leaks. Check operation of (11) burners.
2. Check operation of (2) vacuum pumps.

K. Exhaust Fans

1. Adjust tension on fan belts. Replace if worn.
2. Lubricate where necessary.

L. VAV Box: Provide preventative maintenance – Cooling Only

M. Purafil Deodorizing Filter System

1. System consists of 8 (charcoal) odor filters
2. Replacement of the charcoal (approximately 160 lbs) shall be done on an as needed basis (approximately every 12 to 18 months)
3. System is located in the Northeast corner of the ceiling in the boiler room.